



General Rule for External Work by Support Services Staff

Reference number of this document	BW0277
HEMIS classification	
Aim	To manage external work by support services staff and to institute an application process for undertaking such work
Type of document	Rules
Accessibility	General (external and internal)
Implementation date	Before 2000
Review date/frequency	As the need for amendments arises
Previous reviews	November 2009
Owner of these rules	Vice-Rector: Social Impact, Transformation and Personnel
Institutional functionary (curator) responsible for these rules	Chief Director: Strategic Initiatives and Human Resources
Date of approval	Before 2000
Approved by	SU Council
Keywords	external work, support services staff

The core of the rules

Manage external work undertaken by support services staff of Stellenbosch University (SU) and institute an application process for undertaking such work.

These rules apply to all staff members who are obliged by their contract of employment to keep fixed office hours, irrespective of the conditions of employment on which they were appointed.

'External work' refers to work of a specialised nature which requires the work-related expertise of University staff and which the staff members concerned undertake for an external institution in their personal capacity at a fee, either continuously or repeatedly, but limited in scale. This includes directorships.

Applications by staff to undertake external work must be considered in accordance with the procedure set out in paragraph 1, and consent is subject to the conditions set out in paragraph 2.

1. PROCEDURE

- 1.1 Applications must include an explanation of the expected nature and extent (e.g. regarding proposed time management) of the external work to be undertaken.
- 1.2 Applications for undertaking external work must be recommended by the divisional or departmental head concerned.
- 1.3 Applications must be directed to the dean or chief officer concerned, who must also decide on the matter.
- 1.4 Decisions regarding applications must be communicated to the Chief Director: Strategic Initiatives and Human Resources for further processing and reporting.

2. CONDITIONS

- 2.1 The demands of external work may not infringe on the normal duties for which the applicant is responsible as SU staff member.
- 2.2 The demands of external work may not result in any extra expense for the University.
- 2.3 External work may not be allowed to be performed during official working hours, either at the office or elsewhere. In exceptional cases the chief officer or dean concerned, in consultation with the Chief Director: Strategic Initiatives and Human Resources, may grant special consent to this end.

- 2.4 In their performing external work, staff members may use no materials, equipment or other facilities that are funded by the University, a statutory body or the state. This includes official SU letterheads and secretarial, administrative and technical assistance from SU staff. The University may grant special consent for exceptions to be made, subject to certain conditions that are to be determined in consultation with the Chief Director: Finance.
- 2.5 The University is liable to no claims resulting from external work performed by an SU staff member for external institutions at a fee.
- 2.6 Consent to undertake external work may be granted for a maximum of three years at a time. After three years, the staff member concerned must apply for consent once again, following the full procedure set out above.

3. Supporting documents

Item no.	Name of document	Status <i>(e.g. identified, in process or approved)</i>

4. Related documents

Item no.	Name of document	Status <i>(e.g. identified, in process or approved)</i>

